



U.S. Department of Justice

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March 6, 2007

Washington, D.C. 20530

EXECUTIVE SECRETARIAT

MEMORANDUM FOR THE ATTORNEY GENERAL

THROUGH: THE DEPUTY ATTORNEY GENERAL *RM 3/23/07*

FROM: Lee J. Lofthus *[Signature]*  
Assistant Attorney General  
for Administration

SUBJECT: Renewal Charter for the Medal of Valor Review Board

PURPOSE: To obtain the Attorney General's approval of the renewal charter for the Medal of Valor Review Board.

TIMETABLE: As soon as possible.

DISCUSSION: This memorandum requests your approval to renew the Medal of Valor Review Board as mandated by Congress under the Public Safety Officer Medal of Valor Act of 2001, Pub. L. 107-12, 115 Stat. 20 (May 30, 2001) (hereinafter "Act"). The Office of Justice Programs will provide administrative support services to the Board pursuant to the Federal Advisory Committee Act, 5 U.S.C. App. II. As the Department's Committee Management Officer, I have reviewed the attached charter and find it consistent with the Federal Advisory Committee Act.

RECOMMENDATION: I recommend that you sign the attached charter to approve the renewal of the Board. This action would give the Board a two-year period in which to operate.

APPROVE: *[Signature]*

DATE: March 29, 2007

Concurring Components:

None

DISAPPROVE: \_\_\_\_\_

Nonconcurring Components:

None

OTHER: \_\_\_\_\_

Attachment

**CHARTER FOR THE**  
**MEDAL OF VALOR REVIEW BOARD**

**A. OFFICIAL DESIGNATION**

Medal of Valor Review Board (hereinafter “Board”).

**B. AUTHORITY**

The Public Safety Officer Medal of Valor Act of 2001, Pub. L. 107-12, 115 Stat. 20 (May 30, 2001) (hereinafter “Act”).

**C. OBJECTIVES AND SCOPE OF ACTIVITY**

To carry out the purpose and intent of the Act.

**D. TIMETABLE**

The Board shall determine and set an annual timetable for fulfilling its duties under the Act.

**E. REPORTING**

The Board shall report to the Attorney General, or to his or her designee.

**F. SUPPORT SERVICES**

The Department of Justice shall provide all necessary support services for the Board.

**G. MEMBERSHIP**

The Board shall be composed of 11 members, each serving a four year term. Each member must have knowledge and expertise, whether by experience or training, in the field of public safety. Two each shall be appointed by the majority and minority leader of the Senate; two shall be appointed by the Speaker of the House of Representatives; two shall be appointed by the minority leader of the House of Representatives; and three shall be appointed by the President, including one with experience in firefighting, one with experience in law enforcement, and one with experience in emergency services. Any vacancy in the membership of the Board shall not affect the powers of the Board, and shall be filled in the same manner as the original appointment.

**H. ELECTION AND TERM OF BOARD CHAIRMAN**

The Board shall, by majority vote, elect a Chairman from among its members. The term of the Chairman shall be for one year.

**I. DUTIES**

The Board shall select candidates as recipients of the Medal of Valor from among those applications received by the National Medal of Valor Office. Not more often than once a year, the Board shall present to the Attorney General the name or names of those it recommends as Medal of Valor recipients.

**J. OPERATING COSTS**

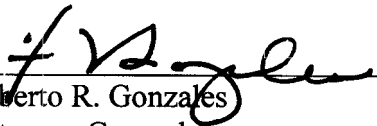
The estimated annual operating cost of the Board is approximately \$200,000. This cost includes one 25 percent full time equivalent government employee to support the activities of the Board as well as the travel expenses for meeting attendees.

**K. MEETINGS**

The Board shall meet at the call of the Chairman of the Board, not less than twice each year. All other conduct of the business of the Board shall be fixed by the By-Laws of the Board, or fixed in a manner provided by the By-Laws, so long as such rules of conduct are not inconsistent with the Act or other applicable law.

**J. TERMINATION DATE**

The existence of the Board is continuing in nature, and will be required indefinitely with no fixed termination date. This Charter shall expire two (2) years after its effective date, but is subject to renewal.

  
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Alberto R. Gonzales  
Attorney General  
U.S. Department of Justice